LIBRARY REQUEST FORM

SOUTHAMPTON
SOUTHAMPTON & DISTRICT PHILATELIC SOCIETY

Name: .....
Address: .....
.....
Telephone: .....
Email: .....

I wish to borrow the book below from the Society library.

Book Number .....
Title .....

Date of request ...../...../202.....
Date book received ..../..../202.....
Date book returned ...../...../202.....

I understand that the book will be loaned to me for one month from the date received. If I wish to retain it for a longer period I will contact the Librarian before the end of the loan period to arrange an extension.
I will take great care while the book is in my possession and inform the Librarian if anything wrong, upon return.

NOTES.

1. One REQUEST form must be completed for each book borrowed from the library. This will then be retained by the Librarian and cancelled upon return.
2. Members who do not attend the Tuesday meetings may hand this form to any of the committee members who will pass this on to the Librarian. Alternatively it may be posted to him. Arrangements can then be made for the book to be either collected or delivered by another member.

Reg Sheppard
Librarian

Download, bring it to the Tuesday meeting or email to:
reg.sheppard@yahoo.co.uk

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